



## DEPARTMENT OF MENTAL HEALTH POLICY/PROCEDURE

<b>SUBJECT</b> <b>APPEARANCES BEFORE BOARD OF SUPERVISORS, CIVIL SERVICE COMMISSION, OR EMPLOYEE RELATIONS COMMISSION</b>	<b>POLICY NO.</b> <b>611.2</b>	<b>EFFECTIVE DATE</b> <b>10/1/89</b>	<b>PAGE</b> <b>Page 1 of 1</b>
<b>APPROVED BY:</b> <b>original signed by:</b> <b>ROBERTO QUIROZ</b>  Director	<b>SUPERSEDES</b> <b>714.1</b> <b>9/23/88</b>	<b>ORIGINAL ISSUE DATE</b> <b>4/2/79</b>	<b>DISTRIBUTION LEVEL(S)</b> <b>1</b>

### **PURPOSE**

- 1.1 To stipulate Department of Mental Health (DMH) policy regarding appearance and/or testimony of a DMH employee before the Board of Supervisors, Civil Service Commission, or Employee Relations Commission.

### **POLICY**

- 2.1 An employee who is specifically required to appear before the Board of Supervisors, Civil Service Commission, or Employee Relations Commission on behalf of the County of Los Angeles shall be guaranteed his/her regular salary; and the time taken for the appearance shall not be charged against any of his/her accrued benefits.
- 2.2 An employee who wishes, on his/her own behalf, to appear before or attend a meeting of any of these bodies may be granted the necessary time off if, in the opinion of his/her supervisor, such absence will not interfere with Department operations. In such cases, the employee should be allowed to charge the absence against any accrued personal leave, accrued overtime, or vacation; otherwise, the absence must be without pay.

### **AUTHORITY**

Los Angeles County Code, Section 6.20.080, Subsection E